

<p align="center">USAG Wiesbaden FSBP 2020 Inspection Checklist</p>		Page <u>1</u> of <u>2</u>
<p align="center">HOUSING DIVISION – UNACCOMPANIED PERSONNEL HOUSING (UPH), First Sergeant Barracks Program 2020 (Authority AR 420-1, USAREUR Supplement 1 to AR 420-1)</p>		Date _____ Location _____
ITEM	STANDARD MET	
1. Is the enterprise Military Housing (eMH) system used as a management tool in day-to-day operations of Unaccompanied Personnel Housing (UPH) for barracks operations?	Yes / No / NA	
2. Are eligible personnel assigned to UPH with the least practicable delay and procedures established to reallocate UPH from one category to another when utilization exceeds 95%?	Yes / No / NA	
3. Are procedures established to ensure that only authorized personnel are assigned UPH?	Yes / No / NA	
4. Is the unit staffed with the adequate number of appropriately graded experienced and trained personnel?	Yes / No / NA	
5. Does the unit barracks manager have an eMH account?	Yes / No / NA	
6. Can the unit barracks manager perform eMH operations in the following areas, Barracks Occupancy Report, Inspection Scheduling, Facility Maintenance?	Yes / No / NA	
7. Is the barracks manager maximizing available space by appropriately assigning rooms based on grade and assignment guidance outlined in AR 420-1, Table 3-7?	Yes / No / NA	
8. Does the unit submit work orders and/or service orders for UPH facilities IAW AR 420-1 guidance?	Yes / No / NA	
9. Does the unit have a tracking mechanism in place to follow the status of submitted service orders and work orders?	Yes / No / NA	
10. Does the unit have a copy of the FSBP 2020 Handbook (dated 2 January 2013) on file?	Yes / No / NA	
11. Are utilization rates monitored, causes of low utilization rates determined, and corrective actions taken to improve utilization rates?	Yes / No / NA	
12. Are rooms assigned to servicemember IAW paragraph 3.3 of the FSBP 2020 Handbook?	Yes / No / NA	
13. Does UPH permanent party barracks meet the USAREUR/EUCOM quality of life standards?	Yes / No / NA	
14. Does the unit utilize the Unaccompanied Housing (UH) Management Resident Survey during the assignment or termination of a barracks room?	Yes / No / NA	
15. Does the unit keep the completed Unaccompanied Housing (UH) Management Resident Surveys on file and are copies provided to the Housing Office?	Yes / No / NA	
16. Does the unit schedule Between Occupancy Maintenance for barracks rooms?	Yes / No / NA	

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HOUSING DIVISION- UNACCOMPANIED PERSONNEL HOUSING		Date _____ Location _____
ITEM	STANDARD MET	
17. Does the barracks manager have a file for each service member living in the barracks?	Yes / No / NA	
18. Does the servicemember's file contain the following: eHM application, Unit Orders, eMH assignment paperwork, furnishings hand receipt, room and furnishings condition report?	Yes / No / NA	
19. Does the unit or barracks manager require the servicemember to sign for UPH furnishings in their barracks room?	Yes / No / NA	
20. Does the barracks manager understand the process to get UPH furnishings repaired or replaced IAW the FSBP 2020 Handbook?	Yes / No / NA	
21. Does the unit issue statements of charges to servicemembers for damages to furnishings or real property?	Yes / No / NA	
22. Are any personnel, military or civilian, occupying unaccompanied personnel quarters under an "Exception to Policy" issued by the responsible Commander?	Yes / No / NA	
23. Does the unit barracks manager understand how to start the CNA process as outlined at paragraph 4.3 of the FSBP 2020 handbook?	Yes / No / NA	
24. Does the unit manage barracks room key control as outlined in the FSBP 2020 Handbook and AR 190-13?	Yes / No / NA	
RESULTS OF INSPECTION: <u>Green:</u> Meets or exceeds all checklist and statutory requirements, and requires no additional resources or training to comply with regulation/statute. <u>Amber:</u> Meets or exceeds most (more than 70%) requirements in checklist and does not fail to meet or violate any statutory requirement. Requires some additional resources or training to comply with requirements not currently met. <u>Red:</u> Violates one or more statutory requirements and/or does not meet at least 70% of requirements in checklist, and/or requires significant additional resources or training to comply with requirements not currently met. OVERALL RATING		GREEN AMBER RED
INSPECTED BY: _____ <div style="display: flex; justify-content: space-around;"> Typed Name Signature </div>		<div style="text-align: center;"> <u>337-5556</u> Telephone Number </div>